

# **1 Job Descriptions :: CAR PARKING**

## **1.1 General Notes for all in Car Parking Team**

- 1.1.1 When St. John Ambulance people arrive, please ask them to proceed to the boathouse area and then to report in to the Safety Adviser who will advise them exactly where to park.
- 1.1.2 When the toilets arrive, they should be placed in the top field alongside the railway near the slope to the bridge.
- 1.1.3 Only cars owned by people with mobility difficulties and those delivering equipment should be allowed under the bridge and parked on the downstream side of the University boathouse. (These are: Catering x2, Equipment Officer, Entries Secretary, Results Manager, and others delivering kit.
- 1.1.4 The layout of the trailer / essential cars field is very much dependent on the particular event and the number of trailers attending. Trailers park next to the railway. Essential cars (ie those racking boats or with kit for boats) only next to the road. Double bank them if necessary so that the ones next to the wall will need to be told that they will not be able to leave until the end. Leave the middle of the field clear. It may be necessary to park trailers around 3 sides of the field – railway side, Bristol end and road side. In these circumstances, essential cars/ tow cars/ mini buses need to be parked under / around the horse chestnut tree and on the area that was the contractors compound.
- 1.1.5 A space should be kept in the top field car park for the start team's car as they have to come and go between divisions.
- 1.1.6 Competitors/ spectators being dropped off – either in the gateway or in the field must NOT be allowed. Obstructing either gateway, or having cars trying to leave while trailers and cars are trying to come in has been a nightmare in the past.
- 1.1.7 SRC club members and all helpers will be instructed to park in the Riverside car park. They will be encouraged to arrive and leave using the road passing the Bird in Hand pub. Spectators will be sent to the Saltford Farm field car park. The entrance is next door to our gate. See 12.4 & 12.5 below.
- 1.1.8 Coaches should unload their passengers on the main road as quickly as possible. It is up to the driver to find a place to park. Coaches returning to pick up crews should only be allowed to do so when all their passengers are assembled. Coaches must not wait on the road until the crews turn up.
- 1.1.9 Ensure that the road is kept clear for emergency access at all times.
- 1.1.10 Boats only may be kept in Darrell's field between divisions. Strictly no vehicles allowed there.

## **1.2 Job Description : Car Park Manager**

- 1.2.1 On Friday rope off the field to indicate where trailers may turn safely into the parking area.
- 1.2.2 You are responsible for overseeing the smooth management of all car parking at the event. See individual job descriptions below.

## **1.3 Job Description : Car park assistant in the top field**

- 1.3.1 You are responsible to the Car Park Manager to assist him in the top field. You may be asked to stand by the gates to direct spectators cars to the Saltford Farm field through the gateway next to ours.
- 1.3.2 Please also try to prevent any regatta traffic parking in 'The Glen' road opposite.

## **1.4 Job Description : Car Park assistant in the Saltford Farm field**

- 1.4.1 You are responsible to the Car Park Manager to assist him with the following:
- 1.4.2 Your location is in the field through the gate on the right at the bottom of the tarmac drive.
- 1.4.3 All spectators will be guided to park in this car park. You should arrange parking as you think is best to get the maximum number of cars (59) safely in and out.
- 1.4.4 When the field is full SIX officials' cars only may be allowed to park on the tarmac drive.
- 1.4.5 When this is full suggest drivers go to the Riverside to see whether there is room. Only do this if there is someone on duty there to ensure they do not park on the pub car park.

